

## ■ Business Office Technician

### TECHNICAL DIPLOMA 28 Credits

The Technical Diploma in the Business Office Technician program prepares a student for employment in an advanced entry-level office personnel position. Upon completion of the program, students will be prepared to take the Microsoft Office Specialist (MOS) Certification exam in Microsoft Word, PowerPoint and Excel. In addition, students will study career-readiness, business communication, keyboarding, math and presentation skills.

REQUIREMENTS			COMPLETED GRADE	
ACC135	Accounting with Computers	2 cr.	_____	_____
EDU100	Student Success Strategies	3 cr.	_____	_____
OFT100	Keyboarding	3 cr.	_____	_____
OFT101	Microsoft Word Applications	2 cr.	_____	_____
OFT102	Microsoft Excel Applications	2 cr.	_____	_____
OFT103	Business Presentations with Microsoft PowerPoint	3 cr.	_____	_____
OFT105	Math with Business Applications <b>or</b>			
MAT104	*College Algebra Foundations <b>or</b>			
MAT106	*College Algebra	3 cr.	_____	_____
OFT106	Proofreading and Editing <b>or</b>			
ENG100	*Introduction to College English Foundations <b>or</b>			
ENG101	*Introduction to College English	3 cr.	_____	_____
OFT107	Written Communication in the Business Office	3 cr.	_____	_____
OFT108	Records Management	3 cr.	_____	_____
OFT109	Business Experience Applied	1 cr.	_____	_____

*Courses that have an asterisk (\*) in front of them have a requisite. Students should refer to the academic catalog and plan accordingly.*